

QVF INBOX MESSAGES AND REQUIRED ACTIONS

The following table can be used to understand what the various Inbox action messages mean and what should be done with the record prior to deleting the voter's name from the Inbox.

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
...AV BALLOTS ATTACHED	This voter was issued an absent voter ballot.	The ballot is invalid if the move occurred on or before the close of registration. If the new address is in a different precinct within your jurisdiction, locate the AV ballot application to identify the ballot. Make a notation on the AV List and the AV application that the ballot is "Invalid." Then assign a replacement ballot to the new record. If the address is in a different jurisdiction, locate the AV ballot application to identify the ballot. Make a notation on the AV List and the AV application that the ballot is "Invalid." NOTE: No action is required if the move occurred after the close of registration.
CHANGED ADDRESS TO	A new address has been entered for the voter. If the new address is outside of the jurisdiction, the record will remain in the database for thirty days on a read only basis.	Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter ID Card. Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and name of the jurisdiction in which the voter is now registered.
CHANGED INSPECTOR ADDRESS FROM	An outside agency has entered a new address for a voter. The voter has moved from a different jurisdiction. A new voter has been added to your database.	Prepare a Master Card and prepare and issue a Voter ID Card.

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CHANGED INSPECTOR ADDRESS TO	An outside agency has entered a new address for a voter. If the new address is outside of the jurisdiction, the record will remain in the database for sixty days on a read only basis. This change was based on information obtained from the driver file.	Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter ID Card. Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now registered.
GENDER CHANGE	An outside agency has entered a new or different gender to a voter's record. This occurs when a voter is entered in the QVF with no gender identified. Server process will fill in the gender from the driver file.	Verify that the change is correct. If correct, record the change to the Master Card.
MATCHES A BUSINESS ADDRESS	The address of registration provided by the voter matches a business address within your jurisdiction.	If local zoning ordinance does not allow the address to be used as a place of residence do the following – Change the voter's status to "R" Reject – Business Address. Send the voter a Notice of Rejection advising that the address provided is not acceptable and that a residential address must be provided to complete the registration process. If local zoning ordinance does not prohibit the use of the address as a place of residence, process the application as usual.
MOVED FROM __	An outside agency has entered a new address for a voter. The voter has moved from a different jurisdiction. A new voter has been added to your database.	Prepare a Master Card and prepare and issue a Voter ID Card.
MOVED TO A NEW JURISDICTION	An outside agency has entered a new address for a voter outside of the jurisdiction. the record will remain in the database for sixty days on a read only basis.	Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now registered.
MULTIPLE ADDRESSES	The QVF software has identified the same voter with same registration date at more than one address within the state.	Attempt to contact the voter to confirm residency within your jurisdiction.

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MULTIPLE STREET INDEX RECS FOUND -PLEASE VERIFY	The same street name, number and zip code have been identified within the street index for more than one jurisdiction. The server has assigned the voters record to your jurisdiction.	If the voter/address is within your jurisdiction, prepare a Master Card and prepare and issue a Voter ID Card. If the voter/address is not within your jurisdiction, notify the QVF Help Desk.
NAME CHANGE	An outside agency has entered a new name to a voters record.	Correct the spelling of the name on the Master Card. In addition, if the last name has changed, prepare and issue a new Voter ID Card which reflects the new name.
NEW VOTER	You have entered a new voter. This voter did not previously exist within the QVF system.	Prepare a Master Card and prepare and issue a Voter ID Card.
NEW VOTER FROM DL	An outside agency has entered a new voter. This voter did not previously exist within the QVF system.	Prepare a Master Card and prepare and issue a Voter ID card.
REACTIVATED VOTER IN TRANSITION	An outside agency has initiated the end of the transition period. A transaction error has caused the voter to be returned to their previous address and jurisdiction.	Attempt to confirm address within jurisdiction. Change voter's status to "V" Verify Address. "Moved To/Moved From" notifications previously forwarded.
STATUS CHANGED TO CANCEL - AGE, CITIZENSHIP, RESIDENCY, VOTER REQUEST	Status change entered for voter by jurisdiction of residence.	Record the cancellation to the Master Card along with the date and reason for canceling: "Age", "Citizenship", "Residency" or "Voter Request."
STATUS CHANGED TO CANCEL-DECEASED	An outside agency has changed a voter's status to canceled - deceased based on information obtained from official sources.	Record the cancellation to the Master Card along with the date and reason for canceling: "Deceased."
STATUS CHANGED TO CHALLENGED - AGE, BUSINESS ADDRESS, CITIZENSHIP, ID CARD RETURNED (Duplicate Card), RESIDENCY	Status change entered for voter by jurisdiction of residence.	Record a "Challenge" status to the Master Card along with the date and reason for the challenge: "Age, Business Address, Citizenship, ID Card Returned (Duplicate Card) or Residency".

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STATUS CHANGED TO REJECTED - AGE, BUSINESS ADDRESS, CITIZENSHIP, DUPLICATE, INVALID ADDRESS, NONRESIDENT, NO SIGNATURE, INCOMPLETE INFO	Status change entered for voter by jurisdiction of residence.	Record a “Rejected” status to the Master Card (if one was prepared) along with the date and reason: “Age, Business Address, Citizenship, Duplicate, Invalid Address, Non-Resident or Incomplete Info.” Place Master Card (if any) and original application to register into Cancellation File for later review. Change status to “Active” if missing information provided by voter (Residential Address, DOB, Complete Name). NOTE: If reason for rejection was “No Signature” voter must reregister on or before close of registration.
STATUS CHANGED TO VERIFY - CONFIRM ADDRESS, CORRECT ADDRESS, DOB, SIGN REGISTRATION, CITIZENSHIP, SPELLING OF NAME	Status change entered for voter by jurisdiction of residence.	Record a “Verify” status to the Master Card along with the date and reason: “Confirm Address, Correct Address, DOB, Sign Registration or Spelling of Name.”
STREET INFORMATION UPDATED BY ANOTHER USER	The street index was updated by a user other than the state.	Verify that the address is correct for your jurisdiction.
STREET INFORMATION UPDATED BY STATE	The Street Administrator program was used by the state to update the street index.	Verify that the address is correct for your jurisdiction.
VOTER CANCELED DLN REQUESTED -CHANGED DECEASED	An outside agency has changed a voter’s status to canceled - deceased based on information obtained from the driver file.	Record the cancellation to the Master Card along with the date and reason for canceling: “Deceased.”
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED ADDRESS	An outside agency has entered a new address for a voter. If the new address is outside of the jurisdiction, the record will remain in the database for thirty days on a read only basis. This change was based on information obtained from the driver file.	Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter I.D. Card. Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now register

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VOTER INFORMATION UPDATED WITH DATA FROM THE DL -CHANGED DOB	An outside agency has changed the DOB assigned to a voter's record based on information obtained from the driver file.	Correct the date of birth on the voters Master Card.
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED GENDER FROM __	An outside agency has entered a new or different gender to a voter's record based on information obtained from the driver file.	Verify that the change is correct. If correct, record the change to the Master Card.
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED NAME FROM __	An outside agency has entered a new name to a voter's record based on information obtained from the driver file.	Correct the spelling of the name on the Master Card. In addition, if the last name has changed, prepare and issue a new Voter ID Card which reflects the new name.
VOTER MOVED OUT OF STATE	An outside agency has changed a voter's status to canceled - based on information obtained from official sources.	Record a "Canceled" status to the Master Card along with the date and reason for the cancellation: "Voter Moved Out of State - '30-Day Cancellation Notice' Sent." Send a "30-Day Confirmation/Cancellation Notice" to the voter. Change the QVF voter status to Canceled.
VOTER UPDATE CONFLICT	Information entered locally was not accepted by the State server.	Please review the information and make any changes necessary.